

**DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000**

**IN REPLY REFER TO
BUPERSINST 12330.1
PERS-08
1 Apr 2003**

BUPERS INSTRUCTION 12330.1

From: Chief of Naval Personnel

Subj: DEPARTMENT OF THE NAVY (DON) CAREER INTERN PROGRAM

Ref: (a) Executive Order 13162 of 6 Jul 2000
(b) Deputy Assistant Secretary of the Navy, Civilian
Personnel/Equal Employment Opportunity (DASN
(CP/EEO)) Memo of 16 May 2002 (NOTAL)
(c) Office of Civilian Human Resources (OCHR) Memo of
25 Apr 2002 (NOTAL)

Encl: (1) Career Fields Covered by the Luevano Consent Decree

1. Purpose. To implement Department of the Navy (DON) Career Intern Program. This program will serve to assist in recruiting and attracting exceptional individuals into professional, administrative, technical, clerical and other positions at grade levels GS-5, 7, and 9 or equivalent trainee positions. This plan provides parameters for implementing the DON Career Intern Program.

2. Background

a. Reference (a) establishes the Federal Career Intern Program (FCIP). The FCIP provides a new appointing authority to recruit exceptional individuals into professional, administrative, technical, clerical, and other positions that a 2 year training program would support at grade levels GS-5, 7, and 9, or equivalent. Federal Wage System (FWS) positions are not covered under this program.

b. Reference (b) and (c) provides delegation and implementation guidance until superseded by a Department of Defense (DOD) Civilian Personnel Manual subchapter.

3. Policy

a. Bureau of Naval Personnel (BUPERS) claimancy must have a formal training program established for positions in order to utilize this authority. Individuals hired under this program will be appointed in the Excepted Service under Schedule B and

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will be required to successfully complete a 2-year formal training/development program. The program will include structured activities, experiences and training which are designed to prepare the employee for higher-grade duties in the occupational/career field, and to acquire the appropriate identified competencies needed. These activities may include, but are not limited to, formal training classes, rotational or other job assignments, attendance at conferences and seminars, interagency assignments, on-the-job training or other approved activities.

b. Since a variety of job vacancies will be filled, different recruitment approaches and procedures for accepting applications will be utilized, depending on the recruitment source and required competencies determined to be appropriate for each position.

c. Candidates will be evaluated using established Office of Personnel Management (OPM) qualification standards or specific DOD and DON approved qualification standards.

d. Positions covered by the Luevano Consent Decree, enclosure (1), are required to use the Administrative Careers with America (ACWA) assessment or rating schedule.

e. Selections will be made per 5 CFR 302 and Merit Principles.

(1) When making a selection from a priority reemployment, reemployment, or regular list on which candidates have not received numerical scores, management must make its selection from the highest available preference category, as long as at least three candidates remain in the group. When fewer than three candidates remain in the highest category, consideration may be expanded to include the next category. When making an appointment from a list on which candidates have received numerical scores, management must make its selection for each vacancy from not more than the highest three names available for selection in the order provided. Under either method, management is not required to

(a) accord an applicant on its priority reemployment or reemployment list preference consideration. If the list on which the applicant's name appears does not contain the names of at least three preference eligibles; or

(b) consider applicants who have previously been considered three times or a preference eligible if consideration of their name has been discontinued for the position as provided in paragraph 3e(2) below.

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(2) When management desires to pass over the names of preference eligibles who are entitled to priority consideration and select non-preference eligibles, they shall record their reasons for doing so, and shall furnish a copy of those reasons to the preference eligibles or their representative(s) upon request. Management may discontinue consideration of the name of preference eligibles for a position if on three occasions the agency has considered them for the position and have passed over their name and recorded its reasons for so doing.

f. Current career or career-conditional employees selected under the career intern program must sign a written statement stating they understand they are leaving the competitive service voluntarily to accept an appointment in the excepted service with a 2-year probationary period. This will be forwarded to the appropriate Human Resource Service Center (HRSC) to be filed on the permanent side of the employee's Official Personnel Folder (OPF).

g. During the internship period, individuals participating will be eligible for promotion to the next higher grade level after serving for a period of 52 weeks at the next lower grade level in the career ladder, assuming employee has a current performance evaluation of "Acceptable" and promotion is recommended by the supervisor. Individuals participating in an accelerated training plan will be eligible for an initial promotion to the next higher grade level and performing at the higher level after serving for a period of 6 months at the next lower grade level in the career ladder, assuming they have a current performance evaluation of "Acceptable" and promotion is recommended by the supervisor. Subsequent promotions may be made at an interval of 52 weeks with the same, until the employee finishes the formal training plan.

h. BUPERS commands/activities may extend, without prior OPM approval, 2-year internships for up to an additional 120 days to cover rare or unusual circumstances (e.g. critical training is missed because of extended leave due to maternity reasons, serious illness, or other incapacitation, reserve active duty, etc.). Commands may request in writing to extend internships for up to 1 additional year beyond the authorized 2 years for additional training/development activities. These requests must be submitted through BUPERS, Director of Civilian Personnel Programs (PERS-08) who will forward to the appropriate office for approval.

i. Service as an intern shall confer no rights to further Federal employment in either the competitive or excepted service upon the expiration of the internship period. Competitive civil service status may be granted to career interns who successfully complete their internships and meet all citizenship, suitability, qualification, performance requirements, and a

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position exists. These noncompetitive conversions under 5 CFR 315.712 will be effective on the date the 2-year service requirement is met, or at the end of the extended period. The appointment of a career intern expires at the end of the 2-year internship period, plus any extensions. BUPERS commands/activities selecting a current career/career conditional DON employee as a career intern are obligated to place the employee back in a position of equivalent status, tenure, and pay as the position the employee occupied prior to the career intern appointment, if the employee fails to complete the program for reasons unrelated to misconduct or suitability.

j. BUPERS commands/activities may make initial career intern appointments at the GS-5, 7, or 9 levels or equivalent. Command/activity requests for filling career intern positions at other grade levels appropriate for the program will be submitted through BUPERS (PERS-08).

k. Use of this authority will be evaluated during periodic assessment of human resources programs.

4. Responsibilities. Supervisors, in collaboration with Human Resource Office (HRO), will identify the competencies needed in order for an individual to perform the work of the position; identify appropriate targeted recruitment sources of candidates with the appropriate background, skills, or education. Supervisors, activity career program managers and mentors shall counsel interns regularly on their progress, performance, and other factors relevant to program objectives and career progression.

5. Action. Addressees shall ensure adherence to program requirements.

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Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

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CAREER FIELDS COVERED BY THE LUEVANO CONSENT DECREE

POSITION TITLES	SERIES
Administrative Officer	0341
Agricultural Marketing	1146
Agricultural Market Reporting	1147
Agricultural Program Specialist	1145
Alcohol, Tobacco, and Firearms Inspection	1854
Anthropology, General *	0190
Archeology *	0193
Archives Specialist	1421
Archivist *	1420
Arts and Information, General	1001
Appraising	1171
Bond Sales Promotion	0011
Budget Analysis	0570
Building Management	1176
Business and Industry, General	1101
Community Planning *	0020
Contract Representative	0962
Contracting Series *	1102
Contractor Industrial Relations	0246
Claims Examining, General	0990
Customs Inspection	1890
Distribution Facilities and Storage Management	2030
Economics *	0110
Education and Training, General *	1701
Educational Program *	1720
Environmental Protection	0028
Financial Administration and Programs	0501
Financial Analysis	1160
Financial Institution Examining	0570
Foreign Affairs *	0130
Game Law Enforcement	1812
Geography *	0150
Health Insurance Administration	0170
Highway Safety	2125
History *	0170
Hospital Housekeeping Management	0673
Housing Management Specialist	1173
Human Resources Specialist	0201
Immigration Inspection	1816
Import Specialist	1889
Industrial Property Management	1103
Industrial Specialist	1150
Inspection, Investigation, and Compliance	1801
Insurance Examining	1163
Intelligence	0132

CAREER FIELDS COVERED BY THE LUEVANO CONSENT DECREE (CONT'D)

POSITION TITLES	SERIES
Internal Revenue Officer	1169
International Relations *	0131
Inventory Management	2010
Investigator, Criminal	1811
Investigator, General	1810
Labor Management Relations Examining	0244
Land Law Examining	0965
Logistics Management	0346
Loan Specialist	1165
Manpower Development	0142
Manpower Research and Analysis *	0140
Misc. Administration and Program	0301
Museum Management (Curator) *	1015
Outdoor Recreation Planning	0023
Packaging	2032
Paralegal Specialist	0950
Park Ranger	0025
Passport and Visa Examining	0967
Pension Law Specialist	0958
Printing Management Specialist *	1654
Program Management and Program Analysis	0343
Property Disposal	1104
Psychology *	0180
Public Affairs	1035
Public Health Quarantine Inspection	1864
Public Utilities Specialist	0685
Quality Assurance Specialist	1910
Railroad Retirement Claims Examining	0993
Realty	1170
Safety and Occupational Health Management	0018
Security Administration	0080
Securities Compliance Examining	1831
Social Science *	0101
Social Services	0187
Sociology *	0184
Supply, General	2001
Supply Cataloging	2050
Supply Program Management	2003
Tax Law Examining	0987
Tax Technician	0526
Technical Writing and Editing	1083
Technical Information Services	1412
Telecommunications	0391
Trade Specialist	1140
Traffic Management	2130
Transportation Operations	2150

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CAREER FIELDS COVERED BY THE LUEVANO CONSENT DECREE (CONT'D)

POSITION TITLES	SERIES
Transportation Specialists	2101
Transportation Industry Analysis	2110
Unemployment Insurance	0106
Unemployment Compensation Claims Examining	0994
Veterans Claims Examining	0996
Vocational Rehabilitation	1715
Wage and Hour Compliance	0249
Workers Compensation Claims Examining	0991
Writing and Editing	1082

*Position requires specific courses